

R E S T R I C T E D

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
500 FIFTH AVENUE
NEW YORK 18, NEW YORK

Operations Directive)
No. 37)

18 September 1943

CAP MILITARY AIR EXPRESS SERVICE

1. General Policy

a. The CAP Military Air Express Service is established under the provision of AAF Regulation No. 20-18, Headquarters Army Air Forces, "Organization - Civil Air Patrol", dated 25 May 1943, as an air express feeder operation serving the Air Service Command and the Air Transport Command of the Army Air Forces for the purpose of transporting express shipments between Control Depots and Sub-Depots of the Air Service Command. This service will function under the direct control of National Headquarters, Civil Air Patrol. The operations channels will be as follows:

- (1) The basic plan of operation will be agreed upon between Air Service Command, Air Transport Command and Civil Air Patrol. Said basic plan and any changes that may later be made therein will be covered by appropriate letters of instructions issued through National Headquarters, Civil Air Patrol. Instructions will be issued from no other sources.
- (2) No change in these basic plans will be made except by mutual understanding between said three agencies.
- (3) Authorization for local temporary variations from the approved basic plan will be delegated to the local CAP Base Commander and the local ATC representative. Since the service is being operated for the benefit of the Air Service Command, the special requirements of that Command under emergency circumstances will be a major factor in such local determination to be made between the local representatives of the ATC and the CAP.

b. All waybills, manifests, or other similar forms required in connection with said operations will be made out by Air Service Command personnel. One complete set of manifests covering each flight will be retained by the pilot for use by the local CAP Base in preparation of required operations reports.

c. Loading and unloading of cargo carried by said CAP airplanes will be done by Air Service Command personnel under the supervision of the pilot of each such airplane.

d. No flights will be undertaken except with the approval of the local CAP Base Commander, of his Operations Officer, and the pilot of the airplane.

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e. Under no circumstances will any passengers, other than the official operating personnel of CAP, be carried in CAP aircraft engaged in said feeder operations.

2. Operating Bases

a. All CAP Military Air Express operations will be controlled through operating bases located at such points as may be directed by National Headquarters. Said operating bases may be relocated from point to point at any time, as circumstances may require.

b. Operating bases will be designated by numbers and not by the names of the airports on which they are based nor by the names of the states in which said airports are located. (Example:- CAP Military Air Express Base No. 1. Abbreviation:- CAP-MAE-1.) Designating numbers will be assigned by National Headquarters.

3. Organization

a. Military Air Express Bases will be organized under the manning table presented in paragraph 4 hereof, which shows the maximum authorized strength per base. The number of personnel of each category will be held to the minimum consistent with operating requirements and will in no case exceed the number authorized in the manning table, except upon written authorization from National Headquarters.

b. Assignments to bases will be in the following categories:-
(1) Commanding Officer, (2) Pilot, (3) Flight Surgeon, (4) Master Mechanic, (5) Mechanic, (6) Radio Technician, (7) Technical Section Head, (8) Clerk Technician, (9) Service Technician, and (10) Security Technician (when authorized in writing by National Headquarters).

c. The following staff positions will be filled by appointments made by the Base Commander from among the pilots assigned to the base:- (1) Operations Officer, (2) Engineering Officer, (3) Assistant Operations Officer, (4) Airdrome Officer, and (5) Supply Officer. The pilots so appointed will perform the functions of said staff positions in addition to their regular duties as pilots.

4. Manning Table

| Functional Title | Basic Rank | Total |
|-----------------------|-------------|-------|
| a. Commanding Officer | Captain | 1 |
| b. Pilot | 1st. Lieut. | 14 |
| c. Flight Surgeon | 1st. Lieut. | 1 |
| d. Master Mechanic | 2nd. Lieut. | 1 |

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| Functional Title | Basic Rank | Total |
|---------------------------|-------------|-------|
| e. Mechanic | | |
| (1) | Master Sgt. | 1 |
| (2) | Tech. Sgt. | 3 |
| (3) | Staff Sgt. | 3 |
| f. Radio Technician | | |
| (1) | Master Sgt. | 1 |
| (2) | Tech. Sgt. | 1 |
| g. Technical Section Head | Master Sgt. | 1 |
| h. Clerk Technician | Corporal | 2 |
| i. Service Technician | | |
| (1) | Sergeant | 1 |
| (2) | Corporal | 1 |
| Aggregate | | 31 |

5. Functional Titles

In the preparation of vouchers, reports and other documents and in official correspondence, the only functional titles used in referring to personnel assigned to MAE duty will be the titles listed in paragraph 3 b and c hereof.

6. Rank of Base Personnel

a. When any member of Civil Air Patrol is placed on active duty at an MAE Base, his duty assignment at the Base will determine his rank and grade, in accordance with the table presented in paragraph 4 hereof, except that personnel transferred to MAE duty with Coastal Patrol units will retain the rank and grade held in the Coastal Patrol unit. Upon completion of active duty assignment, said member's rank and grade will be that corresponding to his assignment within his State Wing.

b. In order that commission certificates may not be issued to personnel who, after a trial period, prove incapable of efficiently performing the duties of their assignments, said certificates will be issued only upon receipt by National Headquarters of written recommendation from the Base Commander following a one-month trial period. In accordance with this procedure, Base Commanders will submit to National Headquarters recommendations for commissions covering only those individuals who, upon completion of one month of service in assignment, have satisfactorily demonstrated their ability and qualifications to perform successfully the duties involved.

7. Succession of Command

a. During the absence of the Commanding Officer, the next ranking staff officer will succeed to command in the order listed in the foregoing paragraph 3 c.

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b. If the Commanding Officer is away from his base for a short period of time on an informal leave of absence, or for other reasons, the assumption of command by the next ranking staff officer will be announced to all personnel of the base by the officer assuming command. Such notification may be oral or in the form of a Special Order.

c. If the Commanding Officer is authorized by National Headquarters to be away from his base for an extended period of time, the assumption of command by the next ranking staff officer will be announced to all personnel of the Base, to National Headquarters, and to appropriate Army authorities, by the officer assuming command. Such notification will be by means of a Special Order.

8. Membership Requirement

Assignments to Military Air Express Bases will be limited to properly qualified members of the Civil Air Patrol holding official Membership Identification Cards. No applicants for enrollment who do not hold official identification cards will be assigned to duty with said Bases, including temporary duty, except upon written authorization from National Headquarters. Non-members of the Civil Air Patrol will not be permitted to engage in any Base activities.

9. Active Duty Oath

Each person serving in any capacity with MAE Bases will be required to execute the following Active Duty Oath, which will be filed with the Commanding Officer immediately upon reporting for duty, and which will be retained in the files of the Base. Copies of said Active Duty Oath will be supplied by the Commanding Officer.

"I, a member of the Civil Air Patrol, an auxiliary of the Army Air Forces of the United States of America, having been assigned to active duty with Civil Air Patrol hereby voluntarily enlist subject to any and all orders of the National Commander of Civil Air Patrol to a term of continuous active service for the term of _____ months, commencing _____ 194____, and I hereby agree to be available for duty continuously and at all times during said term.

During said term and any extension thereof, I do solemnly swear that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; that I will fully and faithfully perform all duties assigned to me and obey the orders of the President of the United States and the orders of the officers appointed over me subject to the rules and Articles of War.

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In the event that I shall not report or be available for active duty at any time during said term or any extension thereof which I shall voluntarily undertake, or if I shall not faithfully and fully perform all duties assigned to me, I hereby consent to the revocation and cancellation of my license to own, operate and service any aviation and radio equipment."

10. Procurement and Assignment of Personnel and Aircraft

a. Base Commanders will obtain from the several CAP Wing Headquarters located within the Air Service Command Areas served by their respective operations, such replacement and/or authorized additional personnel and aircraft as may be required, providing properly qualified personnel and suitable aircraft are available within said Wings for such active duty assignments. Personnel and aircraft so obtained will be reported immediately to National Headquarters by Base Commanders for the issuance of Special Orders assigning them to the Bases. In event such personnel and aircraft are not available through said Wing Headquarters, requisitions therefor will be submitted in writing to National Headquarters.

b. No per diem payments will be made to any personnel assigned to said Bases nor will any payments be made for the use of any airplanes assigned to said Bases unless said assignments have been made by National Headquarters.

c. Orders terminating assignments of personnel and aircraft to MAE Bases will be issued by National Headquarters.

d. The assignment and reassignment of individuals within said Bases will be effected by Special Orders issued by Base Commander. Said assignments will be made only to such positions as are herein set forth in paragraph 3. Forms for such orders will be substantially as follows:

CIVIL AIR PATROL
Military Air-Express Base No. _____

Special Orders)
No. _____

(Location) _____
(Date) _____

1. (First Name) (Middle Initial) (Last Name) (Serial No. _____), Squadron No. _____, Wing No. _____, having reported to this Headquarters pursuant to paragraph No. _____, Special Orders No. _____, National Headquarters Civil Air Patrol, dated _____, is hereby assigned to duty as (designation of position listed in Table of Organization), effective _____ (date)

(Name Signed)

(NAME TYPED)

(Rank) _____ Civil Air Patrol
Commanding

Dist:

- 2-- Natl. Hq.
- 1 - (Individual (s) Named in order)
- 1 - File

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e. Orders issued by MAE Bases effecting changes in duties and assignments of personnel, will be marked for distribution so as to include the following, as indicated in the model Special Orders given in paragraph 10 d above: 2 copies, National Headquarters; 1 copy to each individual named in order; 1 copy, Base file.

11. Minimum Period of Assignment

Assignments of personnel and airplanes to Military Air Express duty will be limited to personnel and airplanes available for such duty for periods of not less than ninety (90) consecutive days.

12. Reassignments

Personnel and airplanes assigned to MAE Bases are subject to reassignment from one Base to another or to other CAP operations by National Headquarters at any time, as the situation may require.

13. Leaves of Absence

a. Personnel assigned to MAE Bases may be granted leaves of absence on Special Orders issued by direction of the Base Commanders. Individuals on leave of absence cannot be paid Per Diem Allowances during such periods, as Federal Regulations prohibit per diem payments for periods when personnel are not on duty.

b. The "one rest day per week" for which provision is made in paragraph 2, Operations Directive No. 38 is for the purpose of maintaining physical fitness. Rest days are not cumulative.

14. Transfer of Service Records

a. The CAP Service Record of an individual assigned to active duty with an MAE Base will be transferred from the files of his CAP unit to the files of the Base to which he is assigned. The following method will be followed:

- (1) When a member of CAP receives an assignment to active duty with an MAE Base he will so inform his unit commander. The latter will provide the assigned member with his Service Record in a sealed envelope which will be delivered to the MAE Base Commander upon arrival.
- (2) The Base Commander will acknowledge receipt of the Service Record, by letter, direct to the unit commander. This letter will be retained in the unit file until the assigned member is released from active duty and returns to his unit.
- (3) The Base Commander will enter on the Service Record such remarks as are necessary to indicate the length of the tour of duty, the duty assignments performed, and the manner of performance. When the individual leaves the Base permanently, the Base Commander will forward the Service Record direct to the unit commander by mail. The individual leaving the Base will not be provided with his Service Record for delivery to the unit commander.

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15. Civil Air Patrol Uniforms

All personnel assigned to MAE duty will report to the Base Commander in regulation Civil Air Patrol uniform and will wear regulation Civil Air Patrol uniforms while on duty. Said uniforms will have securely sewed to the outer half of the left sleeve thereof, one-half inch below the shoulder seam, the official Civil Air Patrol shoulder patch. The wearing of any uniform or insignia other than that prescribed for the Civil Air Patrol is strictly prohibited. Under no circumstances will flight personnel be permitted to go out on any official missions in civilian clothes. Uniforms will be kept clean, in proper state of repair, and neatly pressed at all times.

16. Membership Identification Cards

All personnel assigned to MAE duty will carry with them at all times while on duty their official Membership Identification Cards and copies of the Special Orders issued by National Headquarters assigning them to said duty.

17. First Aid Course for Civilian Defense

All personnel assigned to MAE Bases who do not hold certificates from the American Red Cross indicating that they have satisfactorily completed the First Aid Course for Civilian Defense (see Training Directive No. 4, National Headquarters, 21 January 1942) will be required by Base Commanders to take this course of instruction as soon as practicable after reporting for duty.

18. Pilots

a. All pilots assigned to duty with MAE Bases will be required to hold currently effective Civil Aeronautics Administration Airman Certificates of the grade of Private Pilot, or higher, and to possess the following qualifications:

- (1) Shall have officially logged a minimum of 200 hours as a pilot.
- (2) Shall hold a currently effective Federal Communications Commission Restricted Radiotelephone Operator Permit.
- (3) Shall have a practical working knowledge of air navigation and be skilled in the use of the air navigation computer in the solution of ground-speed and radius-of-action problems and in the calculations involved in the preparation of complete flight plans.

b. Before making final assignments, Base Commanders will verify the qualifications of each pilot and make certain that such pilot has the necessary ability to perform the duties to be assigned.

19. Flight Surgeons

a. Except in cases where adequate flight surgeon service is available, the Commanding Officer of each Base will endeavor to enlist the interest of a reputable local physician and surgeon in making application for membership in Civil Air Patrol incident to assignment as Flight Surgeon at the Base with the rank of

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First Lieutenant. Said assignments will be made by National Headquarters on the recommendations of the Base Commanders.

b. Flight Surgeons will be available on call for emergency service in case of accidents and will make regular semi-monthly inspections of sanitary and living conditions and first-aid facilities and of the general health and physical fitness of the personnel on duty at the Bases. Said inspections will in each case be covered by a written report which will be submitted to the Base Commander in duplicate. One copy of the report will be retained in the Base file and one copy will be forwarded to National Headquarters by indorsement thereon, which will include a statement as to steps being taken to correct any deficiencies set forth in the report.

c. Flight Surgeons will be required to become thoroughly familiar with all material presented in War Department Technical Manual (TM 1-705) - "Physiological Aspects of Flying and Maintenance of Physical Fitness" - and in Navy Department Training Manual "Effects of Flight", published under the supervision of the Training Division of the Navy Bureau of Aeronautics - copies of which manuals may be obtained from National Headquarters.

d. Flight Surgeons will receive an allowance of \$8.00 for each such semi-monthly inspection and for each day they are called to the Bases for said emergency service in case of accidents.

e. In cases where a reputable physician and surgeon is on duty with a Base in one of the full-time assignments, he may be assigned to act as Flight Surgeon in addition to his regular assignment. In such event, his per diem allowance will be at the rate of \$8.00 even though the per diem allowance corresponding to his regular assignment is at a lower rate.

20. Mechanics

On account of the limited number of certificated A & E Mechanics available for assignment to CAP operating bases and stations, it may be impossible to assign more than one such mechanic to a Base, the other mechanics being men who are not certificated but who are qualified to do the work under the direction of the certificated mechanic. The Master Mechanic will be a certificated A & E Mechanic.

21. Airplanes

a. All airplanes assigned to MAE duty will be required to have two-way radio-telephone, to be equipped with the usual flight instruments and to have a cruising range of not less than three hours and fifteen minutes. (A cruising range of not less than four hours is preferred.) All instruments will be required to be in proper adjustment and in good working order.

b. To determine the Hourly Rates to be paid for the use of airplanes assigned to MAE Bases, (See paragraph 24 hereof.), the horsepower rating (maximum,

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except take-off) recorded by the Civil Aeronautics Administration for each such airplane will be used. The use of higher octane fuels, changes in propeller pitch and such other methods of "souping up" an engine, will not be considered in any way as affecting the horsepower rating or as effecting a change in the Hourly Rates.

c. All airplanes assigned to MAE duty will be required to have a currently effective Civil Aeronautics Administration Airworthiness Certificate when reporting for duty.

d. Any airplanes which report for MAE duty and which do not meet all of the foregoing requirements will be rejected and will be required to return to their home stations at no expense to the Government.

e. In order to insure continuity of operations, it is desirable that airplanes report for duty with an extra propeller and an extra battery.

f. All airplanes on MAE duty will display on wings and fuselage the standard airplane markings of the Civil Air Patrol as prescribed in paragraph 2 1, General Memorandum No. 45, this Headquarters, "Uniform, Insignia and Rank", 17 July 1942.

22. 100-Hour Inspection Required

Each airplane ordered to report for duty will undergo a regulation 100-Hour Inspection covering the entire airplane, including the powerplant, immediately before departure from its home station and such inspection will be properly certified in the Airplane Log Books. Any airplanes reporting for duty without such certified 100-Hour Inspections and/or which are found to be in an unairworthy condition will not be accepted for assignment to duty nor permitted to remain at said bases, until such certified inspections have been accomplished and/or such airplanes have been put in an airworthy condition.

23. Radio

a. Each airplane will be required to be equipped with a radiophone transmitter of at least six watts power in the medium-high frequency band of 3,000 to 4,500 Kc. and with a radio receiver to receive in the airways band of 200-400 Kc. and in the medium-high frequency band.

b. There will be a low-power radio ground transmitter set up at each Base to control operations. This transmitter will operate on a frequency of either 3530 Kc. or 3980 Kc. as may be assigned by National Headquarters. There will be at least two radio ground receivers to receive radiophone signals in the medium-high frequency band. Said receivers will be equipped with loud-speakers. Special instructions will be issued to each Base by National Headquarters assigning frequencies to be used and covering ground and aircraft radio installations and radio procedure.

c. National Headquarters will provide radio converters for installation in airplanes equipped with radio receivers designed to operate only in the airways.

band of 200 - 400 Kc. in order that said airplanes may also receive in the medium-high frequency band.

24. Reimbursement Schedules

a. Reimbursement Schedules setting forth the Per Diem Allowances for personnel on active duty assignment at the Military Air Express Bases and the Hourly Rates and Stand-by Allowances paid for the use of aircraft assigned to said Bases are presented in Operations Directive No. 38, "Reimbursement Schedules-CAP Military Air Express Service", issued by National Headquarters. Said Per Diem allowances for personnel and said Hourly Rates and Stand-by Allowances for the use of aircraft are the only allowances made by the Government to cover living expenses and personal services of personnel and expenses, both tangible and intangible, incident to the operation, inspection, maintenance, overhaul, repair, depreciation, replacement and insurance of aircraft on duty at said Base.

b. The amounts specified in said Reimbursement Schedules for operation and maintenance will be set aside and placed in a general pool to be used for the purpose of operating and maintaining the aircraft on duty at each Base as well as the Base itself. The amounts therein specified for insurance will be used for that purpose. The amounts therein specified for depreciation will be paid to the owners of the aircraft. There will be no departure from this procedure.

c. All Per Diem and Airplane Vouchers will be submitted to National Headquarters as of the fifteenth and last day of each month. Stand-by Allowance Vouchers will be submitted to National Headquarters as of the last day of each month. No vouchers calling for payments in excess of the rates scheduled herein will be approved, nor will payments be approved for personnel or airplanes exceeding the authorized strength.

25. Required Insurance

a. The insurance required on all CAP-MAE operations is hereinafter set forth and no aircraft will be put in service on said operations until such insurance has been secured by the completion of an appropriate application form. Even though no application form has been completed, all types of insurance are in effect from the time a plane leaves its home station under orders to report to an MAE base but in each instance the appropriate application form will be executed by each aircraft owner or his agent and by all flying personnel immediately upon arrival at said base. The details of the various types of insurance and the procedures to be followed in connection therewith are set forth in General Memorandum No. 61, this Headquarters, subject: "Civil Air Patrol Insurance Information", dated 6 December 1942.

b. Crash, Accident and Liability Insurance - The premium for all three types of insurance will be paid from the aircraft allowances set forth in the schedule of Hourly Rates for Aircraft presented in Operations Directive No. 38. The hourly premium charge for these three types of insurance issued in connection with the operations of aircraft of the various horsepower ranges will be as listed in said schedule.

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c. Ground Insurance - The premium for Ground Insurance on each aircraft on duty at MAE bases or dispatched therefrom on missions elsewhere (including the day the plane takes off from its home station under orders to report for duty at an MAE Base until the plane returns to its home station at conclusion of service) will be paid from the Stand-by Allowances set forth in the schedule of Stand-by Allowances for Aircraft presented in Operations Directive No. 38 which is exactly sufficient to cover such premium.

d. Questions Regarding Schedules - Any questions regarding schedules or other requirements set forth herein will be referred to National Headquarters for a decision before any commitments are made by Base Commanders.

26. Operations Orders

All flights of whatsoever nature performed by aircraft assigned to MAE duty will be authorized by operations orders issued by direction of the Commanding Officer of the CAP base from which the operations are conducted. Operations orders may be written or posted in the form of a schedule on the operations board. In either case the Commanding Officer is strictly responsible for a clear understanding, by all personnel concerned, of each order issued. CAP Form No. 607, Daily Operations Report, when executed and signed by the Base Commander, is a complete record of all flights performed on a particular day and is a certification that all flights so reported were authorized by operations orders. This report is required to be filed each day with National Headquarters as set forth in paragraph 42 hereof.

27. Flight Assignments

No pilot will be assigned to any particular mission which, in the opinion of the Base Commander, he is not qualified to perform; nor will any airplane be assigned to any such mission if, in the opinion of the Base Commander, said airplane is not airworthy, properly equipped, or otherwise qualified for the successful performance of the mission.

28. Co-Pilots

No co-pilots will be carried on MAE flights, except upon written authorization from National Headquarters.

29. Observance of Regulations

All flying will be done in strict accordance with the requirements of (a) the Civil Air Regulations, (b) any special clearance and flight regulations of the Army Air Forces and the Civil Aeronautics Administration, (c) applicable Civil Air Patrol directives, and (d) local regulations.

30. Safety of Operations

a. Strictest safety standards as to flight procedures and airworthiness of airplanes will be maintained at all times. Either the Base Commander, or the Operations Officer acting for him or the pilot may cancel any flight on the grounds of safety.

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31. Passengers and Cargo

a. No passengers will be carried in Civil Air Patrol airplanes assigned to MAE operations except Civil Air Patrol personnel regularly assigned to an actively engaged in these operations and/or members of the armed forces of the United States on active duty assignment to supervise and/or coordinate said operations.

b. Cargo will be limited to authorized official military cargo and to equipment and supplies required for the operation of the Base. No unauthorized cargo will be carried.

32. Cargo Airplanes

a. All airplanes used on MAE runs will be properly equipped for cargo carrying. All dual controls will be removed or rendered inoperative. All seats, excepting the pilot's seat, will be removed. The cargo space will be lined with suitable material and in such manner as to protect the airplane and the cargo from damage. The floor of the cargo space will be so constructed as to carry the load to the proper support points of the airplane structure. Tie-down rings will be installed in the cargo space at such points and fastened to the airplane structure in such manner as to insure proper anchorage for all cargo to avoid any shifting in flight. Suitable straps and/or ropes will be provided for lashing all cargo securely in place.

b. There will be clearly and conspicuously stenciled in the cargo space of each airplane, the maximum safe total load of cargo which can be carried when all fuel tanks are full. The cargo space will be clearly marked off in bays and the normal cargo load for each bay will be clearly and conspicuously stenciled there. An arrow will be stenciled in each airplane indicating the approximate location of the center of gravity of the airplane.

33. Loading Cargo Airplanes

a. Special care will be exercised to avoid (1) overloading airplanes and (2) throwing airplanes out of balance by improper load distribution.

b. Heavy concentrated loads, such as an airplane engine or other piece of heavy equipment, will be placed as near the center of gravity of the airplane as practicable. There is a general tendency to place too much weight in the rear of the cargo compartment which may result in making the airplane dangerously tail-heavy.

c. Every precaution will be taken to lash the cargo in place in such manner as to insure that there will be no shifting thereof in flight.

34. Auxiliary Service Flights

Auxiliary Service Flights, such as ferrying supplies, equipment and personnel which may be necessary for the proper conduct of official business of MAE Bases will, so far as possible, be performed by airplanes of not more than 90 h.p.

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35. Special Service Flights

Except in cases of real emergency, written authorization will be obtained from National Headquarters before any airplanes assigned to MAE Bases are used in the performance of any Special Service Flights for other agencies. Any such Special Service Flights which may be authorized by National Headquarters will, so far as possible, be performed by airplanes of not more than 90 h.p. Cases of emergency which, in the opinion of the Base Commander, justify a departure from the procedure herein prescribed will in each case be covered by a written report to National Headquarters setting forth in detail (a) the factors justifying such emergency action and (b) the mission performed.

36. Instrument Flight Training for Pilots

a. All pilots assigned to MAE duty who are not thoroughly proficient on the Link Trainer will, so far as available facilities will permit, be required to become proficient in such training as expeditiously as possible.

b. Each MAE Base will equip one airplane of not more than 165 h.p. with suitable instrument training hood and all necessary flight instruments. All pilots assigned to the Base who do not hold currently effective Civil Aeronautics Administration Instrument Pilot Rating Certificates will, upon completion of Link Trainer work set forth in foregoing sub-paragraph a, be given instrument flight instruction in said airplane under the supervision of a competent instructor. Said instruction will not exceed a total of fifteen (15) hours per pilot.

37. Physical Training

The success of operations of the MAE units depends to a large degree upon the physical fitness of the personnel of these units. The required degree of physical fitness can be acquired and maintained only through proper and systematic physical training. Therefore, all personnel except women, assigned to said units will be required to take at least fifteen (15) minutes per day, six (6) days per week, of setting-up exercises in classes conducted by instructors appointed by the Base Commander. The setting-up exercises used will be those presented in paragraph 74, War Department Basic Field Manual FM 21-20, "Physical Training", 6 March 1941.

38. Military Courtesy and Discipline

a. The requirements of military courtesy and discipline, as set forth in War Department Basic Field Manual FM 21-50, will be observed and maintained at all times.

b. All CAP Military Air Express operations will be conducted for military agencies and to and from military air bases. It is imperative that all CAP personnel assigned to these operations present a neat, business-like appearance, that they conduct themselves in a manner becoming gentlemen, and that all rules and regulations of whatsoever nature in effect at said military bases be carefully observed.

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39. Care and Maintenance of Aircraft

All aircraft in operation at MAE Bases will be maintained in a thoroughly airworthy condition and will be kept clean and properly waxed. Pursuant to the provisions of Operations Directive No. 35, this Headquarters, 2 December 1942, each such aircraft will be given a thorough line inspection at least once each day on which it is in operation and, if practicable, before each flight mission.

40. Maintenance of Aircraft on Other CAP Operations

Military Air Express Bases may do maintenance and repair work on aircraft assigned to other CAP active duty operations, for the armed forces, provided that, in the opinion of the Base Commander, such additional work will not interfere with the conduct of the operations assigned to the Base. All such work will be handled on a strictly cash basis and on a schedule of charges which will be such as to bear a fair proportion of overhead expense and which shall be approved by National Headquarters.

41. Information Pertaining to Operations

a. All information pertaining to MAE Operations is hereby officially classified as "Restricted Information" and will at all times be safeguarded as such, in accordance with the provisions of Operations Directive No. 30, this Headquarters, "Safeguarding Military Information", 3 October 1942.

b. No statements, interviews, releases, magazine articles or other information pertaining to MAE Operations will be given to the press or otherwise made available to the public except upon written authorization from National Headquarters. All requests for such material will be referred to National Headquarters.

42. Daily Operations Reports

Daily Operations Reports will be submitted to National Headquarters on CAP Form No. 607. Appended to each such report will be an Aircraft Status Report with break-down showing make and NC number of each airplane assigned to the Base (a) in commission and (b) out of commission. Daily Operations Reports will be signed by the Base Commander and will be forwarded by ordinary mail in single envelopes marked "Fiscal Section".

43. Weekly Telegraphic Reports

a. Base Commanders will submit Weekly Telegraphic Reports to National Headquarters covering the seven-day period beginning the Thursday morning of the week before and ending Wednesday night and presenting the following information:

CODE LETTER

ITEM

A
B
C
D

No. of flights scheduled
No. of flights undertaken
No. of flights completed
No. of hours flown

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CODE LETTERITEM

| | |
|---|--|
| E | No. of miles flown |
| F | No. of lbs. of express carried |
| G | No. of ton-miles of express flown |
| H | No. of forced landings |
| I | No. of airplanes destroyed |
| J | No. of fatalities |
| K | No. of personnel seriously injured |
| L | No. of route miles in operation on closing date of report |
| M | No. of airplanes assigned on closing date of report |
| N | No. of airplanes in commission on closing date of report |
| O | No. of airplanes out of commission on closing date of report |
| P | No. of personnel assigned on closing date of report |

b. The procedure to be followed in computing the pounds of express carried and the ton-miles for each flight is illustrated by the following typical scheduled flight departing from Control Depot A and covering a route including Sub-Depots B, C, and D in the order listed and returning to A. The distances between stations, the load put on and taken off the airplane at each station, the load carried on each leg of the flight, the actual flying time on each leg, and the pound-miles for each leg are shown in the following tabulation.

CIVIL AIR PATROL
MILITARY AIR EXPRESS BASE NO. ____

Flight No. ____

Location ____

Airplane No. NC ____

Date ____

Pilot ____

| Station | Cargo Weight (Lbs.) | | Departure Load | Flight Leg | Distance Miles | Actual Flying Time | Pound-Miles |
|---------|---------------------|-----------|----------------|------------|----------------|--------------------|-------------|
| | Put On | Taken Off | | | | | |
| A | 500 | -- | 500 | A-B | 150 | 1:35 | * 75,000 |
| B | 75 | 200 | 375 | B-C | 80 | :55 | 30,000 |
| C | 150 | 225 | 300 | C-D | 120 | 1:15 | 36,000 |
| D | 100 | 75 | 325 | D-A | 75 | :50 | 24,375 |
| A | | 325 | -- | -- | -- | -- | -- |
| | 825 | 825 | | | 425 | 4:35 | 165,375 |

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| | |
|---|----------|
| No. of hours flown | 4:35 |
| No. of miles flown | 425 |
| No. of pounds of express carried | 825 |
| No. of ton-miles of express flown | 82.69 ** |

* Pound-miles of express flown on each leg of flight is determined by multiplying load in pounds carried on leg by length of leg in miles ($500 \times 150 = 75,000$)

** Ton-miles of express flown on entire flight is determined by dividing total pound-miles by 2,000 ($165,375 \div 2,000 = 82.69$)

c. Weekly Telegraphic Reports transmitted direct to National Headquarters by TWX teletype will be filed each Thursday forenoon between the hours 0900Q and 1200Q. Reports transmitted by commercial telegraph will be addressed to the Operations Officer, National Headquarters, Civil Air Patrol, 500 Fifth Avenue, New York 18, N. Y., and will be filed each Wednesday night. Confirmatory copies of all Weekly Telegraphic Reports will be forwarded to the Operations Officer by ordinary mail and will be clearly marked "RESTRICTED". Special care will be exercised to insure accuracy of preparation and promptness of dispatch of said Weekly Telegraphic Reports. The word "Zero" will be used rather than "None" or "Naught" in transmission of said reports. The word "None" is frequently transmitted as "Nine".

d. Said reports will, in each case, show the designation number of the MAE base, the dates covered, and the code letter for each item followed by the figures representing the totals for that particular item for the seven-day period all as illustrated in the following sample TWX teletype message.

COPIED
THE WESTERN UNION
10325 EAST BLVD.
KANSAS CITY, MO.

KANSAS CITY, MO.
7 OCTOBER 1943

OPERATIONS OFFICER

TWO, SEPT. 30 TO OCT. 6, A-56, B-54, C-52, D-210:35, E-20,985, F-42,900, G-4,316, H-1, I-0, J-0, K-0, L-1,985, M-25, N-15, O-10, P-30.

SMITH

44. Accident Reports

a. In cases of forced landings or other serious accident in connection with MAE operations, the Base Commander or the officer acting for him will immediately notify National Headquarters by telegraph or telephone, giving a brief resume of available information, together with make, model and NC number of airplane and name and serial number of the pilot and of any other personnel involved.

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b. National Headquarters will be similarly advised of any subsequent important developments incident to such accidents, as circumstances may dictate.

c. As soon as possible after any such accident, a written report will be dispatched to National Headquarters by the Base Commander giving all available information regarding the accident in the manner prescribed in Operations Directive No. 26, "Accident Reports - CAP Operating Bases and Stations",

45. Monthly Roster

a. A Monthly Roster (CAP Form No. 620) of personnel on duty with each Base as of midnight of the last day of each month and including personnel departing during the month, will be forwarded to National Headquarters not later than the 5th of the following month. Monthly Rosters are required for use in checking pay vouchers and personnel records and in the preparation of prescribed reports.

b. (1) Names will be listed alphabetically within each category according to type of duty, in the following order, with indicated abbreviations:

| | | |
|------------------------------|-----------|-----------------|
| Commanding Officer | - - - - - | C. O. |
| Operations Officer | - - - - - | O. O. |
| Engineering Officer | - - - - - | E. O. |
| Assistant Operations Officer | - - - - - | Asst. O. O. |
| Airdrome Officer | - - - - - | Adrm. O. |
| Flight Surgeon | - - - - - | F. S. |
| Pilot | - - - - - | Pilot |
| Supply Officer | - - - - - | Sup. O. |
| Master Mechanic | - - - - - | Mas. Mec. |
| Mechanic | - - - - - | Mec. |
| Radio Technician | - - - - - | Rad. Tech. |
| Technical Section Head | - - - - - | Tech. Sec. Head |
| Clerk Technician | - - - - - | Clk. Tech. |
| Service Technician | - - - - - | Ser. Tech. |
| Security Technician | - - - - - | Sec. Tech. |

(2) In case any explanation is needed, it will appear in abbreviated form on the next line below the name, indented three spaces.

(3) Losses in personnel during the month will be listed alphabetically in a separate column headed LOSSES, following the last entry pertaining to personnel on duty at the base as of midnight of the current month. An abbreviated statement of the reason for departure will be given in each case.

(4) Monthly Rosters will be made out in triplicate, the original and one copy to be forwarded to Operations Officer, National Headquarters; one copy to remain in the base file. The original copy of the Monthly Roster will be signed by the Base Commander.

(5) Preparation of the Monthly Roster will be in accordance with instructions set forth on the following model:

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CAP Form No. 620

CAP-MAE BASE NO. 17

M O N T H L Y R O S T E R

Month ending 30 September 1943

Middletown, Penn.

| (1) NAME | (2) SERIAL NO. | (3) DATE REPORTED | (4) DATE OF DEPARTURE | (5) DUTY | (6) RANK |
|---|-------------------|-------------------------|-----------------------------|-----------------|-------------|
| Earle, Ralph -- | 3-1-209 | 8-13-42 | X | C.O. | Major |
| (One space between each category.) | | | | | |
| Brown, J. A. | 1-1-214 | 5-29-42 | X | O.O. | Captain |
| Clark, T. V. | 2-4-17 | 6-1-42 | 12-30-43 | Pilot | Captain |
| Gilbert, H. T. | 4-8-605 | 9-1-43 | X | Pilot | 1st. Lt. |
| Ames, Y. M. | -- | -- | X | Mec. | Tech. Sgt. |
| Date aptd. and serial number not available. Will be furn. as soon as determined | | | | | |
| Wilson, L. C. | 1-4-93 | 5-19-43 | 10-18-43 | Mec. | Staff. Sgt. |
| O'Brien, M. L. | 8-1-45 | 9-1-43 | X | Tech. Sec. Head | Mstr. Sgt. |
| LOSSES | | | | | |
| Abbott, C. B. | 3-4-516 | 6-25-43 | 9-27-43 | Pilot | 1st. Lt. |
| Exp. Tour Duty. | | | | | |
| Brown, J. F. | 6-1-32 | 9-1-43 | 9-15-43 | Pilot | 1st. Lt. |
| Airplane not satisfactory for duty. | | | | | |

* * * * *

I N S T R U C T I O N S

- (1) Enter last name and both initials. If no middle initial, enter dash (--).
- (2) If serial number is unavailable, give reason.
- (3) Give date of reporting for current tour of duty.
- (4) If on duty for duration, enter "X". If on duty for limited period, enter date of end of tour of duty.
- (5) Use only abbreviations listed in paragraph b (1) above. Use only functional titles as listed therein.
- (6) Enter present rank.

When entering remarks below names, use abbreviations listed in foregoing instructions. If individual has had more than one assignment during month, list assignment held as of midnight of the last day of the month. Enter under his name special order number effecting change.

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46. Monthly Financial Statements

Each Base Commander will submit to National Headquarters on the tenth of each month a complete financial statement for his base as of the close of the previous month. Said monthly financial statements will be submitted in duplicate and will be signed by the Base Commander.

47. Communications

a. All communications, including official letters, indorsements, memoranda, reports, telegrams, teletype messages, and radiograms, will be prepared in accordance with the provisions of Training Directive No. 29, this Headquarters, "Military Correspondence, How Conducted", 8 April 1942, and Operations Directive No. 27, this Headquarters, "Preparation of Messages for Dispatch via Electrical Means", 25 August 1942.

b. All communications will be as brief as is consistent with clarity. Long-distance telephone, teletype, telegraph, and radio will be used only when a situation is of such gravity as to place the use of such emergency circuits in the category of a "military necessity".

c. The following rules will be followed in the use of emergency circuits.

- (1) Answer the telephone as promptly as possible and speak distinctly.
- (2) Identify your unit and yourself immediately upon lifting the telephone receiver; as "CAP Base No. 4, Captain Smith". It is not only a waste of time but is disconcerting to the party calling to have to inquire whether he has the right connection.
- (3) When telephoning, have well in mind the matter to be taken up; present it in the shortest time possible; then conclude your conversation immediately.
- (4) Do not waste valuable time inquiring about the health of the other party.
- (5) Do not drag out conversations by repeating requests for information which the other party obviously does not have.
- (6) Avoid holding up lines while consulting with members of your staff.
- (7) Do not attempt to hasten solution of problems already under consideration by making repeated calls in regard to them.
- (8) In transmitting messages via electrical means edit each such message to insure maximum use of authorized abbreviations and elimination of every word not essential to clarity. Adhere rigidly to instructions pertaining to address and signature on messages.

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48. Visitors

a. Visitors at MAE Bases will be limited to those whose presence is necessary in the conduct of official business. Said official visitors, excepting (a) officers representing the armed forces and presenting proper credentials and (b) Civil Aeronautics Administration inspectors and Civil Aeronautics Board investigators presenting proper credentials, will be admitted only on written authorization from National Headquarters.

b. Application for such written authorization for Civil Air Patrol personnel will be made through Wing Commanders who will forward to National Headquarters only such applications as in their opinion are necessary in the conduct of official business.

c. The term "Visitors" does not include tradesmen and representatives of business firms admitted to a base by a Base Commander for the transaction of necessary business incident to the operation of the base. However, the Base Commander is responsible for the identity and conduct of each such person admitted to his base. Said persons will be admitted only to such parts of the base as said necessary business may require.

49. Requests for Information and Special Services.

Base Commanders are hereby directed to advise all agencies requesting information or special services not specifically authorized by Letters of Instructions, Memoranda and Directives pertaining to MAE operations, to address their requests to National Headquarters through their regular channels of communication.

50. Inspections

The Base Commander or an officer designated by him will make an informal inspection of the Base each day to insure the maintenance of a high standard of sanitary conditions, proper care of equipment, observance of all fire regulations, thorough policing, and that all personnel are in proper uniform.

By direction of National Commander JOHNSON:

Harry H. Blee
HARRY H. BLEE
Colonel, Air Corps
Operations Officer
Civil Air Patrol